

Customer Service Center

Illinois Wireless Information Network

Instructions: User Registry Form

Complete all information pertinent to type of requested service.

This form must be used to provide user registry information for each IWIN user in your agency. Agencies should register all personnel who need to access IWIN. There is no additional charge for registering users (billing is based on the number of IP addresses, not users, assigned). If more than twenty users are registered, attach an additional sheet with the users listed in the same format. This information is required for CMS network registry and IWIN technical support. If you are an existing IWIN customer, you must complete the WSR Page 1, and attach it to this request.

Department Name.

List your agency, department, municipality, or law enforcement entity name here.

Type of Request.

Indicate whether this request is for New User, a User Change, or a User Deletion. If it is a change, indicate what information is being changed.

User Name.

Enter the last name, first name, and middle initial of each user.

IWIN User ID and Password.

Agencies are required to select the User ID for each of its users. The agency IWIN Coordinator assigns each user a 4-8 character User ID and a 4-8 character password. Determine one standard length for use within the agency. No IDs or passwords can begin with a zero. If your agency has already provided User IDs for other purposes, such as CSD, you may want to consider using the same IDs or IWIN.

State ID Number.

The State Identification Number (SID) is assigned to every Criminal Justice LEADS user. You must include this number for each user for whom LEADS access is requested. The SID can be obtained by faxing a request to the Illinois State Police, attention Charity Berard at 815-740-5174.

Leads Certification Expiration Date.

Indicate the expiration date for LEADS Certification. If LEADS is not required, this must be noted on the form.

CAD ID.

CAD users should provide the CAD ID assigned to each user.

Return the User Registry Form to:

**Central Management Services
BCCS – Customer Service Center
Attn: Provisioning
120 West Jefferson – 2nd Floor
Springfield, IL 62702**

For questions, contact:

**Central Management Services
BCCS – Customer Service Center
800-366-8768
[follow prompts]**